

**COMMITTEE ON DENTAL AUXILIARIES****THE DENTAL BOARD OF CALIFORNIA**

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**Committee on Dental Auxiliaries****Public Meeting Minutes****Culver City, California****November 14, 2007**

A public meeting of The Committee on Dental Auxiliaries (COMDA) was held November 14, 2007 at the Radisson Hotel Los Angeles Westside in Culver City. Due notice had been sent to all known interested parties.

1. Call to order/Member roll call

Chairperson Shanda Wallace called the meeting to order at approximately 1:31 PM and welcomed everyone. Committee Secretary Rochelle Bache called the roll and a quorum was established with the following members present:

- Shanda Wallace, RDH
- Linda Gipson, RDH
- William Baker
- Teresita Churchill, RDA
- Rochelle Bache, RDAEF
- Judith Forsythe, RDA

M. Elizabeth Ware made a public statement about the challenges in her position at COMDA and her desire to continue her employment with COMDA to the board.

2. Closed Session – Discussion of personnel matters pursuant to Government Code Section 11126(a)

The Committee went into closed session at approximately 1:41 PM.

3. Return to open session

The Committee returned to open session at approximately 2:50 PM and Chairperson Wallace announced that the current Executive Officer, M. Elizabeth Ware has been relieved of her duties. The Committee had chosen Denise E. Johnson as Interim Executive Officer. She is currently Assistant Executive Officer at the Board of Barbering and Cosmetology and she will be starting on or around December 1, 2007. A sub committee was chosen to seek out a new Executive Officer, they are Judith Forsythe and Rochelle Bache, they will begin their search immediately.

4. Approval of Minutes

August 22, 2007 meeting:

Mr. Baker moved and Ms. Forsythe seconded approval of the August 22, 2007 open session minutes. The motion carried unanimously.

August 23, 2007 meeting:

Ms. Bache moved and Mr. Baker seconded approval of the August 23, 2007 joint meeting (Blue-Sky) minutes. The motion carried unanimously.

October 4, 2007 meeting:

Ms. Gipson moved and Ms. Forsythe seconded approval of the October 4, 2007 open session minutes. The motion carried unanimously.

5. Chairperson's Report

Ms. Wallace expressed her heartfelt gratitude, as this was her last meeting as chairperson for COMDA. In this last month she attended her final RDH examination, she worked with that exam for the last 23 years so it was bittersweet. She also expressed her appreciation for all who attended the meeting and those who helped her along the way. She expressed what a real learning experience it has been to hold this position and it was a great experience for her.

6. Report of the Executive Officer

Due to the elimination of the Executive Officer, Ms. Wallace would try to answer any questions or find out the answer if needed. A decision was made to keep the report on record and move to the next item on the agenda.

7. Fiscal Report

Mr. Baker questioned if anyone was there to explain the budget to the committee. Ms. Kiley said she was unable to answer all questions. Mr. Baker questioned salary savings and exam proctor percentage of the budget spent. Mr. Baker also questioned Data Processing Maint/ Supplies being at 163% of budget. Mr. Baker was concerned where the difference would be made up. It was suspect that the new phone system for the move to the new building in early 2008 may have pushed the budget over. Ms. Wallace explained that savings in other line items would more than likely make up the difference. Ms. Wallace said she would find out if needed.

8. Closed Session

Deliberation and Action on Examination Matters

Legal Council, LaVonne Powell suggested to put it off until the end of the meeting if needed so that the meeting could continue and end in a timely manner.

9. RDA Program

Ms. Kiley explained the February, April, and August 2007 RDA Practical Examination Results. Showing the tests passes and fails percentages and the amount of students that had taken the exam at USC and UCSF as of August 2007. All of these percentages are sent out to the schools after the exams. Ms Wallace expressed that there were two tests going on simultaneously that weekend at USC and UCSF and that after that weekend's test the amount of students tested could reach over 4000.

The next item is the 2007 RDA Written Examination Results showing the testing sources for the computer based testing (CBT) vendor, as well as the amount of students tested and their pass and fail rate.

Barbara Blade from the Dental Assisting Alliance addressed the committee regarding Statistical Reports on the results of the written and practical exams. Discussion ensued.

No comment on agenda item 9b, to keep on record and move to the next item on the agenda. The next item on the agenda 9c was not in the binder and Ms. Kiley didn't have anything additional to add to the comments on the computer based testing. Pam Baldwin from Butte County ROP commented on the mathematical differences on the status of the pending program and course approval applications. Ms. Kiley said the difference was due to the courses that are in limbo (possibly new or abandoned files). Ms. Kiley said she would add them in to show a correct tally at the next meeting.

Lorie Kiley, RDA Program Coordinator, presented results for Pit and Fissure course application reviews.

Recommendation for approval of the following course was moved by Ms.Bache, seconded by Ms. Forsythe and carried unanimously:

Pit and Fissure Sealant Course
Cerritos College - Norwalk

Recommendation for approval of the following course was moved by Ms. Forsythe, seconded by Ms.Bache and carried unanimously:

Pit and Fissure Sealant Course
Citrus College – Glendora

Recommendation for approval of the following course was moved by Ms.Bache, seconded by Mr. Baker and carried unanimously:

Pit and Fissure Sealant Course
Cypress College - Cypress

Barbara Blade from the Dental Assisting Alliance addressed the committee regarding the current purposed regulations to the Dental Board. Discussion ensued.

10. RDH Program

Ms. Wallace attended a course for administration of Local Anesthesia, Nitrous Oxide, and Soft tissue Curettage and was made aware that the LBC candidates were under the impression that California limited the amount of LBC candidates that could come into California every year. She was able to let them know that it just wasn't true and that we accept as many as possible every year.

RDH, Licensure by Credential (LBC) statistics were presented, additionally in the future they would like to see a total of how many were issued so far on a yearly basis.

RDH, Clinical Examination Results were presented showing the pass and fail percentages.

RDH, Supplemental Written Law and Ethics Examination Results were presented showing the pass and fail percentages for both Law and Ethics exams.

Update on 1079.2- clinical practice requirements for licensure of Registered Dental Hygienist in Alternative Practice. Donna Kantner from (DBC) said this is moving through the department, she said they did the required 15 day notice for the changes. They also met with the Office of Administrative Law to get some guidance as to better present it to OAL. So it is under the department review at this time.

There is new language proposal for regulations governing approval of an RDH course relating to the Administration of Nitrous Oxide and Oxygen, Administration of Local Anesthetic Agents, and Periodontal Soft Tissue Curettage. Currently there is only one Board approved location in Northern California (In Sacramento) that teaches these 3 stand-alone courses. The location in Southern California, the owner has retired and would like to sell this course/program but she can't because nobody can apply to be a provider. Ms. Bache motioned to move these regulations to the DBC for discussion and was seconded by Mr. Baker. The motion carried unanimously.

11. Proposed clean-up Legislation

There was nothing in the agenda packet for this agenda item. Ms. Powell wasn't sure, she thought it had been discussed at a previous meeting and agreed on for approximately \$200.00 a student and if they were going to do OJT for two specialties they would have to pay for each specialty area, she just didn't know.

12. Blue Sky Meeting

No handout for this agenda item. Discussion only, based on the August 23, 2007 meeting.

Mr. Baker explained that the objective of the Blue Sky Meeting is to provide some outreach to COMDA and the Dental Auxiliaries from the Dental Board in order to reach some consensus on those issues that are identified as being germane to both groups. Rochelle Bache has been appointed to sit on the Disciplinary Committee, as a part of bringing in the auxiliaries to the full regimen of what is taking place in the dental community. Mr. Baker expressed if there were any topics that anyone would like discussed at future meetings to e-mail or send them to the new Interim EO at COMDA. Mr. Baker explained that it is the Governors desire we work together with respect to better serving our constituencies and to enhance the providing of dental health in the state of California.

13. Informational hearing

Ms. Wallace was very disturbed and upset that there is nothing in the agenda packet regarding this issue, they have been given legal opinions, and investigators from the Dental Board have also consulted her because they have questions. She asked for this to be added to the agenda three times. Now it is on the agenda and there is no information. She gave her apologies to the committee and the public. Ms. Powell was asked if she could give some input on this item. Ms. Powell expressed there are three legal opinions and if they get enough questions you can make a recommendation to the Dental Board to do regulations. Mr. Baker motioned that this item be carried over to the next COMDA meeting and was seconded by Ms. Bache. The motion carried unanimously.

14. Election of Officers for 2008

Ms. Bache nominated Rochelle Bache for Secretary, Rochelle accepted
Ms. Churchill nominated Rochelle Bache for Vice Chairperson, Rochelle declined.
Ms. Bache nominated Judith Forsythe for Chairperson, Judith accepted.
Ms. Bache nominated Rochelle Bache for Vice Chairperson and wanted to decline her acceptance of secretary. Then Ms. Forsythe nominated Rochelle Bache for Vice Chairperson, Rochelle accepted and relinquished the secretary position.
Ms. Bache nominated Bill Baker for Secretary, Bill accepted.

The Slate of officers is as follows:

- Judith Forsythe as Chairperson
- Rochelle Bache as Vice Chairperson
- Bill Baker as Secretary

The motion carried unanimously.

Ms. Wallace wants this to go on record that herself or anyone else on the committee to her knowledge has never violated the "Open Meeting Act".

15. Future agenda items and issues

1. Purposed clean-up legislation for OJT (everything under item #11)
2. Requirements and Statutes for Occupational Analysis for the exams for the dental specialties

3. Do a timeline for the previous future agenda item.

16. Additional public comments

Lori Gagliardi, representing the Dental Hygiene Association, addressed the committee.

17. Adjournment

As there was no further business, the Committee adjourned at approximately 6:02 PM.